



**JOB TITLE: Cage/Vault Cashier**

**STATUS: Full -Time**

**SUMMARY:**

Responsible for making change or exchanges of chips and tickets for cash for guests during a specified shift in the Cage Cashier's area.

**ESSENTIAL RESPONSIBILITIES:**

- Makes change or exchanges cash for chips and tickets from guests playing in the Casino.
- Requests money through the Cage Manager to ensure the appropriate level of money on hand in their cash drawer.
- Provides prompt, friendly and courteous service.
- Cashes checks and gaming tickets for gaming guests.
- Follows and implements Title 31 requirements on a daily basis.
- Provides training, when necessary to new Cage cashiers.
- Make credit inquiries, performs credit checks and other related
- Functions necessary to process new check cashing applications.
- Performs all transaction with guests in a confidential manner.
- Balances cash drawer at the end of each shift by preparing appropriate paperwork, etc.

**QUALIFICATIONS:**

- Previous money handling experience, preferably in a cashier's position.
- Data entry experience.
- High school diploma or GED required.
- All applicants must be at least 18 years of age.
- Must be able to stand for long periods of time.
- Must have excellent customer service skills.
- Must have attention to detail.
- Must have basic math skills.
- Must have basic computer skills.
- Ability to operate 10 Key adding machine.
- Knowledge of Casino cash receipts and reporting requirements.
- Must be able to regularly lift and/or move up to 50 pounds.
- Must be able to speak, read and write the English language.
- Must be willing to work weekends, holidays and any shift.
- Other duties as assigned.

POSTING DATE: August 31, 2018

CLOSING DATE: Until Filled.



**JOB TITLE: Guest Room Attendant Supervisor**

**STATUS: Full -Time**

**SUMMARY:**

Responsible for the supervision of all housekeeping staff, and managing the daily functions of Guest Room Attendants, ensuring maximum productivity, superior customer service and satisfaction.

**ESSENTIAL RESPONSIBILITIES:**

- Allocate daily duties to employees
- Daily inspection of hotel rooms cleaned by Guest Room Attendants.
- Investigate all complaints regarding housekeeping service and equipment.
- Routinely schedule hotel deep cleaning schedule.
- Manage and train new hires to ensure excellent performance standards.
- Conduct 90 day performance reviews.
- Manage inventory control of cleaning and maintenance supplies.
- Screen and interview candidates
- Contact maintenance regarding urgent repairs
- Check Guest Room Attendant's carts for proper supplies, neatness, cleanliness.
- Create and distribute weekly work schedule.
- Other duties as assigned.

**QUALIFICATIONS:**

- 2-3 year housekeeping experience required.
- Ability to perform such activities as grasping, lifting, reaching, crouching, walking, sitting, and carry push or pull heavy loads weighing up to 50 lbs.
- Strong organizational skills required.
- Must have attention to detail.
- All applicants must be at least 18 years of age.
- Must be able to speak, read and write the English language.

POSTING DATE: September 4, 2018

CLOSING DATE: Until Filled.



**JOB TITLE: Housekeeper**

**STATUS: Full -Time**

**SUMMARY:**

The Housekeeper is responsible for cleaning and maintaining the appearance of the casino public areas and public restrooms.

**ESSENTIAL RESPONSIBILITIES:**

- Cleans ash urns
- Empty trash containers daily.
- Check casino for spills, water, debris etc.
- Clean toilets, wash basins, mirrors, daily.
- Mop floors in bathrooms daily.
- Vacuums and shampoos carpeted areas.
- Dusts furniture and equipment.
- Must operate various types of equipment such as vacuums, polishers, buffers, etc.
- Responsible for disposal of trash, waste, and other disposable materials.
- Familiar with proper use of all cleaning equipment and chemicals
- Must handle various cleaning solvents, chemicals, etc.
- Must comply with all regulations such as OSHA, EPA, State Health Department, etc.
- Report any needed repairs immediately to supervisor
- Other duties assigned.

**QUALIFICATIONS:**

- High school diploma or GED required.
- All applicants must be at least 18 years of age.
- Must be able to stand for long periods of time.
- Must be able to regularly lift and/or move up to 50 pounds.
- Must be able to speak, read and write the English language.
- Must be willing to work weekends, holidays and any shift.

POSTING DATE: September 5, 2018

CLOSING DATE: Until Filled.



**JOB TITLE: Pit Supervisor**

**STATUS: Part –Time**

**SUMMARY:**

The supervisor manages gaming operations within a Pit and supervised dealers operating table gaming stations.

**ESSENTIAL RESPONSIBILITIES:**

- Overseeing games in progress, customers and casino employees in the assigned section.
- Safeguarding casino assets located in the Table Games pit areas.
- Issuing playing cards and reviewing them for irregularities during shift.
- Enforcing casino rules for gaming activity.
- Maintaining proper gaming station loads through Fills and Credits.
- Tracking and rating players.
- Promoting positive customer relations.
- General management of the pit area.
- Performing other duties assigned.

**QUALIFICATIONS:**

- High school diploma or GED required.
- Prior supervisory experience preferred.
- Knowledge and experience of all table games, ability to learn gaming rules, policies, and procedures, and enforce them.
- Able to work any shift and stand for long periods of time.
- All applicants must be at least 21 years of age.
- Must be able to stand for long periods of time.
- Must be able to speak, read and write the English language.
- Must be willing to work weekends, holidays and any shift.

POSTING DATE: September 11, 2018

CLOSING DATE: Until Filled.



**JOB TITLE: Pay Master**

**STATUS: Part –Time**

**SUMMARY:**

Verify record and disburse Bingo prize payments for each Bingo game.

**ESSENTIAL RESPONSIBILITIES:**

- Pick-up and verify cash bank from Casino vault.
- Prepare banks for floor clerks; pull tab clerks, admission clerks.
- Record pull tab daily pay out sheet.
- Maintain cash balance sheet and close out nightly cash.
- Listen to Bingo Caller and record prize amount and number of winners for each game.
- Check winning cards of the Bingo players to make sure packet size matches pay outs called by Caller.
- Keep accurate records. Write down the name of floor clerk, game number and packet size at the back of winning cards.
- Make prize payments as authorized by Caller.
- Turning in remaining cash together with pay out sheets at end of shift, ensuring a balance till was achieved.

**QUALIFICATIONS:**

- High school diploma or GED required.
- All applicants must be at least 18 years of age.
- Knowledge of basic accounting and cash handling skills.
- Must enjoy working with the public, good customer service skills.
- Must have good math skills.
- Must have accurate money handling skills.
- Must be able to stand for long periods of time.
- Must be able to regularly lift and/or move up to 50 pounds.
- Must be able to speak, read and write the English language.
- Must be willing to work weekends, holidays and any shift.

POSTING DATE: September 14, 2018

CLOSING DATE: Until Filled.



**JOB TITLE: Front Desk Clerk**

**STATUS: Full-Time**

**SUMMARY:**

Responsible for the successful overall activities related to the Front Desk of the Hotel, ensuring smooth and efficient operations.

**ESSENTIAL RESPONSIBILITIES:**

- Assists guest with the check-in process at the hotel in a courteous and polite manner.
- Answer guest questions regarding Hotel and property facilities, events and ensure that adequate information is given.
- Assist guest with checkout at the end of their stay in an efficient and timely manner.
- Handles guest complaints in a polite, courteous and effective manner.
- Ensures that the check-in and checkout process is handled in accordance with company policy by processing cash, credit card, and credit transactions accurately thus protecting the company's assets.
- Other duties as assigned.

**QUALIFICATIONS:**

- High school diploma or GED required.
- All applicants must be at least 18 years of age.
- Must be able to speak, read and write the English language.
- Basic computer skills in Microsoft, Word, Excel, Access, and PowerPoint.
- Strong Attention to detail, accuracy, and professionalism
- Excellent interpersonal, written and oral communication skills
- Obtain active Gaming license
- Must be willing to work weekends, holidays and any shift.

POSTING DATE: September 26, 2018

CLOSING DATE: Until Filled.



**JOB TITLE: Guest Room Attendant**

**STATUS: Part-Time**

**SUMMARY:**

Responsible for the successful coordination and supervision of all housekeeping functions, ensuring maximum productivity and superior customer service and satisfaction.

**ESSENTIAL RESPONSIBILITIES:**

- Properly stocking cart with required cleaning supplies daily.
- Transport cart with cleaning supplies, amenities and linens to assigned guest room and position securely.
- Remove soil, dirt, soap buildup and hair from bathroom mirrors, vanity, sink, toilet, shower walls bath tub, shower curtain and floor.
- Remove dust, spots and smears from all doors, walls, windows baseboards, AC unit, corners and telephones.
- Open all drawers/doors in checkout rooms and remove items left by guest. Dust inside.
- Dust and polish all furniture, closet, pictures, frames, mirrors, light bulbs and switches, TV
- Replace dirty bed linen and make up bed with clean linen.
- Check under bed(s), chairs and sofa for debris and remove if present.
- Empty garbage cans of debris.
- Vacuum throughout entire room and spray room with deodorizer.
- Clean and replenish the coffee maker set.
- Replenish amenities according to the operational standards.
- Inspect condition of room for damage
- Turn over any lost and found items from guest rooms to supervisor.
- Clean assigned guest rooms by priority.
- Other duties as assigned.

**QUALIFICATIONS:**

- Housekeeping and customer service experience preferred.
- Ability to perform assigned duties with attention to detail, speed, accuracy, follow through, courtesy, cooperativeness and work with a minimum of supervision.
- Ability to perform such activities as grasping, lifting, reaching, crouching, walking, sitting, and carry push or pull heavy loads weighing up to 50 lbs.
- Strong organizational skills required.
- Must have attention to detail.
- All applicants must be at least 18 years of age.
- Must be able to speak, read and write the English language.

POSTING DATE: October 1, 2018

CLOSING DATE: Until Filled.



**JOB TITLE: Barista**

**STATUS: Part-Time**

**SUMMARY:**

The Barista is responsible for processing all beverage orders promptly, while providing excellent customer service including educating customers on our drinks menu, and making recommendations based on their preferences.

**ESSENTIAL RESPONSIBILITIES:**

- Greet customers by informing them about specialty drinks such as, cappuccino, espresso, caffe latte, or new pastry items.
- Educate customers by explaining the coffee drink menu.
- Serve beverages and prepared food items such as coffee's, teas, cookies, cheese cakes, pastries.
- Following coffee recipes.
- Operate Point Of Sale (POS) System.
- Record all tips collected from credit cards, comps.
- Keep work area neat and clean, picks up trash, glasses, etc.
- Provides fast, friendly service to customers.
- Receive and process cash and credit cards payments.
- Maintaining daily inventory and replenishing items in display cases, or behind the counter.
- Cleaning and inspecting coffee brewing equipment.
- Maintain a safe and healthy work environment following food safety regulations.
- Other duties assigned.

**QUALIFICATIONS:**

- High school diploma or GED required.
- All applicants must be at least 18 years of age.
- Previous work experience as a Barista or Waiter/Waitress.
- Hands-on experience with brewing equipment.
- Food handler's certification required or ability to obtain one.
- Legible handwriting a must.
- Prior food service experience preferred.
- Must be able to stand for long periods of time.
- Must be able to regularly lift and/or move up to 50 pounds.
- Must be able to speak, read and write the English language.
- Must be willing to work weekends, holidays and any shift.

POSTING DATE: October 5, 2018

CLOSING DATE: Until Filled.





**JOB TITLE: Food and Beverage Cashier**

**STATUS: Part -Time**

**SUMMARY:**

The Food and Beverage Cashier provides friendly, excellent service to every guest when seating them in the restaurant.

**ESSENTIAL RESPONSIBILITIES:**

- Greets guests and seats them in the restaurant.
- Gives out menus, informs guest of specials, handles and solves any concerns or questions from guests.
- Makes recommendations and answers questions about food, beverages, and specials.
- Operate Point Of Sale (POS) System
- Process cash, and credit card orders.
- Occasionally delivers food and beverages.
- Record all tips collected from credit cards, comps.
- Keeps restaurant work area neat and clean, picks up trash, glasses, etc.
- Inform shift change of unique situations involving guests.
- Assist guest with special needs and accommodations as requested.
- Bus tables, clean spills and equipment as needed.

**QUALIFICATIONS :**

- High school diploma or GED required.
- All applicants must be at least 18 years of age.
- Food handler's certification required or ability to obtain one.
- Previous money-handling experience is preferred.
- Must have at least three months previous experience as a host.
- Must be able to stand for long periods of time.
- Must be able to regularly lift and/or move up to 50 pounds.
- Must be able to speak, read and write the English language.
- Must be willing to work weekends, holidays and any shift.

POSTING DATE: October 5, 2018

CLOSING DATE: Until Filled.



**JOB TITLE: Executive Casino Host**

**STATUS: Full -Time**

**SUMMARY:**

The Executive Casino Host is responsible for providing excellent customer service to customers by providing them with a memorable gaming experience.

**ESSENTIAL RESPONSIBILITIES:**

- Develop relationships with VIP guest.
- Responsible for building and maintaining customer relationships.
- Maintain working knowledge of the casino gaming floor, player tracking system, events, and promotions.
- Maintaining excellent communication skills with customers, vendors, and employees.
- Greets customers on the gaming floor.
- Distribute complimentary amenities to guest obtaining high level of play.
- Communicate with marketing to identify VIP customers.
- Host VIP events and assist with special reservations.
- Prospect for new customers aggressively seek higher player signups.
- Recommend new strategies to management to attract new guest.
- Assist customers with request and resolve customer complaints.
- Other duties assigned.

**QUALIFICATIONS:**

- 3-5 years casino management experience.
- High school diploma or GED required.
- Applicant must be at least 21 years of age
- Advanced computer skills in Microsoft, Word, Excel, Access, and PowerPoint.
- Familiarity with Players Club, Food and Beverage and other casino departments.
- Strong Attention to detail, accuracy, and professionalism.
- Excellent interpersonal, written and oral communication skills.
- Ability to build positive working relationships.
- Obtain active Gaming license.

POSTING DATE: October 8, 2018

CLOSING DATE: Until Filled.